



DUTY STATEMENT

Classification: Accounting Technician		Position Number: 835-161-1741-004
Division/Office/Section: AFITS/ Fiscal Services/ Accounting/ GL		
Location: 1001 I Street, Sacramento, CA 95814	Effective Date:	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name: Ronny Singleman		
Collective Bargaining Identifier (CBID): R01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under the general direction of the Accounting Administrator I, the Accounting Technician position will support operational functions in the AFITS/ Fiscal Services/ Accounting/ GL Unit at CalRecycle, a medium to large-complex accounting office.

This position is responsible for duties related to the accounts receivable (A/R) functions within the departmental accounting office.

This requires knowledge of accounting principles and procedures, governmental accounting, the uniform accounting system, related laws, rules and regulations, and principles of business management to prepare and track various monthly accounts receivable reports and reconciliations, analyze accounts receivables for completeness and accuracy, and ensure department's billings are processed according to the state administrative manual (SAM) and regulations as set forth in Public Resources Code (PRC).

ESSENTIAL FUNCTIONS

35%	Prepare Report of Collections for CBCRF, non-CBCBRF, and associated closing and balancing of the check deposits;
	This includes making copies of checks and accompanying backup for internal recordkeeping and transmittal to program staff;
	Ensure the accurate recording of account #, check #, payer, and proper distribution of payment into Report of Collection templates;
	Processes receipts and accompanying documents in accordance with established procedures and meets daily deposit deadlines;
	Research invoice/ reporting support documentation in accounting systems;
	Maintain proper accounting records to support the beverage program Report of Collections;
35%	Scan and upload backup documents and related check deposits to BevCon for PMU to resolve customers'/ participants' payment issues;
	Scan and upload all deposit backup daily;
	Keep accurate accounting support and transaction account activity for audit requests;
10%	Process credit card and wire transfers/ ACH transactions on a daily basis and create batches in DORIIS for accounting A/R application;
10%	Print all revolving fund and general cash checks;
	This includes weekly travel expense claim reimbursements, salary advances;

	Vendor check requests, and general cash checks out of uncleared collections;
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MARGINAL FUNCTIONS

5%	Maintains records for archiving and retention for all deposits;
	Update STD. 204/ 205 for FI\$Cal Supplier and Employee IDs;
5%	Assist in performing tasks required to maintain a proper separation of duties in the accounting office;
	Such tasks may include (but are not limited to) the following:
	Signing out blank check stock, distributing revolving fund checks, preparing reports of collection; or
	Preparing deposit slips, running tapes, or delivering deposits;
	Enroll/ participate in training, where necessary, (by FI\$Cal, DOF and/ or LinkedIn training) to broaden knowledge and remain consistent with changes/ updates;

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:		Date:
Employee Signature:		
I certify that the above accurately represent the duties of the position:		Date:
Supervisor Signature:		
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:		
C&P Analyst:		Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.*
- ☐ Operates heavy motorized vehicles.*
- ☐ Requires repetitive movement of heavy objects.*
- ☐ Performs other duties requiring high physical demand.* (Explain below)

*May require a pre-employment medical examination.

ESSENTIAL FUNCTIONS OF POSITION

- ☐ **VISION** – You must have sufficient vision to perform the following duties: identify resource requirements and prepare supporting materials; monitor all division contracts; develop training programs and examination planning; review legislation, prepare and initiate personnel transactions.
- ☐ **HEARING** – Your hearing must be sufficiently acute to perform following duties: perform phone consultations; take oral instructions from division management and personnel in other divisions
- ☐ **SPEECH** – You must have sufficient ability to speak to perform following duties: report budget, personnel, legislation, training, and administrative issues to management; speak on the phone; interact with division staff
- ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- ☐ **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ☐ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- ☐ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to meetings, conferences workshops, etc.
- ☐ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
- ☐ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position
- ☐ **LIFTING** – You must be able to lift up to pounds to perform the following duties:
- ☐ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: develop division budget and work plans; research civil service classifications; analyze organizational structure; maintain and develop division administrative policies; develop priorities for use of division's line item expenditures; prioritize and monitor division contracts; develop and coordinate division training programs; review legislation
- ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
- ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date